

# Resume Sample

Resume2win@gmail.com

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Chartered Accountant & MBA with 16 years of rich organisational experience encompassing Financial management, Operations and Commercial engagement

Competent, decisive and dedicated senior finance professional poised to deliver responsible growth and genuine results. Rich mix of technical accounting, operations, analytical skills and leadership talents complement advanced finance studies. A change agent; acknowledged for balanced judgment, stability, and capacity to steer consensus among core business disciplines with diverse agendas and visions.

## Professional strengths:

- Management & Financial Reporting
- Business Opportunity Assessments
- Cross-Functional Team Leadership
- Feasibility Analysis
- Working Capital management
- Cost-Avoidance & Reduction
- Legal & statutory Compliance
- Strategic Planning & Recommendation
- Policy Development
- Relationship Building
- Income Tax/Service Tax Compliance
- Statutory Accounts Preparation/ Audit
- Budget Management
- Understanding of US GAAP & SOX

## Career Chronology

### ABC Company , Commercial Director - North zone

Sector - Advertising, PR, branding and Market Research. Turnover - USD 9 billion

**March 2003- Present**

### ABC Company, Head of Finance & Accounts

Sector - Medical Transcription, Accounting outsourcing, Payrolls management & other ITES; Turnover - USD 7.25 Million.

**March 2002 - March 2003**

### ABC Company, Regional Finance Head (North & East)

Sector - Domestic call centre/CRM/eCRM and digital governance solutions; Turnover - **September 2000 - March 2002**

### ABC Company, Sr.Manager - Accounts/Finance

Sector - Manufacturer of "USHA" electric fans & sewing machines; Turnover- 150 Cr  
**July 1995 - September 2000.**

### ABC Company, Asst. Manager Accounts

Sector - FMCG-Manufacturer of Biscuits and other Milk Products ; Turnover -

January 1990 - June 1995

## Achievements in Depth

### • FINANCIAL MANAGEMENT • GROWTH • OPERATIONS

#### ABC Company

HTA is Part of WPP Plc. UK, the global leader in Advertising, information, Public Relation, branding and Market Research. Turnover of WPP- USD 9 billion

#### ABC Company

Part of IMRB, the market research wing of the organisation As Regional Commercial Head, was driving the business in North Zone across 5 profit centres, handling about 300 people. KRAs include -

**Daily Financial Management:** Supervising accounts/Finance/ Administration/ Income Tax/Service Tax/legal compliances, Cost and Profit analysis of various projects, Driving business along with Business head, Finalizing commercial aspects of business agreements, Vendor management, Drafting/implementing commercial policies/manuals.

**Short Term financial management:** Consolidation and finalisation of monthly/annual accounts of the Zone, Liaisoning with Banks, Statutory/Tax auditors and other Govt. agencies, Preparation of MIS reports for Board and Management (Local and UK), Managing current assets (Receivables, Advances).

**Long Term financial management:** Preparation of fund flow and cash flow statements, Creating finance buffer by way of investments, based on future projections, Identifying suitable companies for acquisition, Preparation of annual budgets and business plans, Working capital management, Exposed to ECB (external Commercial Borrowings) mechanism, Development of infrastructure, CAPEX management.

**Management of legal issues:** Handling various legal cases, Compliance with Various Indian Laws/US laws (SOX/IAS/US GAAP), Dealing with RBI/FIPB/ ROC.

## Professional Highlights -

- Continual recipient of performance award for efficient managing current assets from the parent company in UK.
- Setup a 300 - seater call center on a least cost basis in a short span of 6 months.

- Negotiated deals worth >100 Crores with clients successfully for the company often on price terms better than that suggested by the management.
- Setup 5 new profit centres in record time and low cost.
- In a brief stint, acquired three companies in USA and helped double the revenue.
- Reduced the operations cost > 25% by optimizing the work force and outsourcing.
- Managed IPO and rights issues successfully.
- 100% compliance scores in every audit.

### **Educational Background:**

*Currently pursuing CPA (Certified Public Accountant) course, USA*

- Masters in International Trade and Finance, Symbiosis, Pune, 2004
- MBA (Finance), IGNOU, New Delhi - 1998
- Diploma in Export Management, IIEEM, Bangalore, 1998
- Certified Chartered Accountant - 1992
- Bachelors' in Commerce (Hons), Meerut University, 1986

### **Public Speaking/Publications:**

- Publication titled – 'xxxxx' part of curriculum in B-schools.
- 'Customized analysis of Union Budget of India 2008' published in CAclubindia.com and company's internal news letter.
- Delivered Organisational talks on - Service tax compliances, SOX (Sarbanes Oxilay Act) compliances and its impact, Team building, Commercial induction to new recruits, Product pricing through marginal costing, Profit optimization through better collection.

### **Technology Skills:**

PC proficient with MS office suite and ERP 'Scala 6.3'.

### **Address for Communication:**

\* References provided upon request \*